

<b>SECTION 8: MEDICATION MANAGEMENT</b>	<b>POLICY: 8B.16</b>
<b>POLICY: CONTROLLED SUBSTANCE</b>	<b>PAGE: 1 OF: 3</b>

**PURPOSE:**

- To provide instruction on the safe and proper administration and disposal of controlled substances in the home setting.

**POLICY:**

- Patients may be taught to administer a controlled substance by a trained Registered Nurse in accordance with a physician’s order, any available / provided pharmacy or manufacturer instructions, and Agency policy.
- Controlled substances are dispensed by the authorizing pharmacy and managed by the use of locked PCA infusion pumps.

**GENERAL INFORMATION:**

- Controlled substances are medications that can cause physical and mental dependence. They are available only by prescription from a licensed medical provider.
- In the home setting, controlled substances are most commonly used for pain management.
- Controlled substances typically supplied by the dispensing pharmacy one dose at a time in an IV bag for delivery via an ambulatory infusion pump.

**SPECIAL CONSIDERATIONS**

- A registered nurse shall remain with the patient for the entirety of the infusion unless the medication is being administered via a locked patient-controlled analgesia (PCA) pump.
  - Patient-controlled analgesia is a type of pain management that allows the patient to decide when another dose of pain medicine is received. The pump is locked, and the settings are programmed such that the patient cannot receive more than the maximum dosage allowed.
- RN shall monitor for infusion-related reactions and hypersensitivity reactions including anaphylaxis, dyspnea, bronchospasm, urticaria, flushing, rash, and increased blood pressure and heart rate.

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- If anaphylaxis or other serious infusion-related reactions occurs, discontinue administration immediately and initiate appropriate treatment to include administration of anaphylactic medications as necessary and activating EMS.
- Notify the Agency as soon as possible so that the Pharmacy & MD may be notified.

**PROCEDURE:**

1. Obtain and verify physician's orders. If you notice any discrepancies in the orders, contact the Agency before proceeding.
2. Explain procedure and purpose to patient/caregiver. If patient is using a PCA pump, ensure they understand how it works and that they can give themselves a dose when needed.
3. Perform initial Hand Hygiene and maintain throughout the procedure.
4. Assemble supplies on a clean, dry surface. Ensure all supplies needed to complete the infusion from beginning to end are available. If any supplies are missing, notify the Agency immediately and prior to starting the infusion process.
5. Assess and record patient's vital signs to establish a baseline and ensure vital signs are not contraindicative to starting the infusion.
6. Establish IV access or assure access is in working condition. DO NOT tamper with medication until patent IV access is established and flushed. After 2 unsuccessful IV attempts, notify Agency immediately for further instruction on how to proceed.
7. Ensure infusion or medication administration is set up/performed per the MD order/Pharmacy label instructions.
8. Obtain a full set of vital signs (Blood Pressure, Heart Rate, Respirations, and Temperature) before beginning the infusion, 15 minutes after the infusion begins, and post-infusion if the nurse is to remain for the entire infusion. If it is PCA pump, and the nurse will not remain for the entire infusion, a set of baseline vitals is all that is required.
9. Once infusion is complete, flush the IV with 10ml of saline (unless a different amount is noted in the MD order).
10. Disconnect the patient and remove the IV (if it was established during this visit).
11. Place a pressure dressing at the IV site.

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12. Clean up your workspace and properly discard all waste ensuring that all needles have been placed in a sharps container.
13. Document the procedure, the patient's response to the procedure, and all lot numbers and expirations dates for any vial(s) used.

**DOCUMENTATION:**

The standard of practice for documenting the usage of liquid controlled medications is to record the starting volume from the label or IV bag, record each dose administered (obtained from the infusion pump if utilizing a PCA pump), subtract the dose administered from the previously recorded volume, and the record the remaining amount.